

ANESTHESIA ASSISTANT

N- Not exposed to the task
1- Exposed to the task
2- Accomplished task with help
3- Accomplished task to criteria
4- Able to teach task

[illegible]

1. Introduction to Anesthesia Assistant

- 1.1 Identify the roles and responsibilities of team members
- 1.2 Identify the educational requirements and certification(s) of anesthesia team members
- 1.3 Identify opportunities for employment in the anesthesia fields
- 1.4 Identify and list the functions of the professional organization(s) for the occupational area
- 1.5 Identify location of various types of anesthesia fields
- 1.6 Follow a chain of command
- 1.7 Practice professional work habits
- 1.8 Comply with state regulations for occupational area
- 1.9 Locate OSHA poster(s) and MSDS(s) in clinical site
- 1.10 Identify OSHA regulations that pertain to the clinical site
- 1.11 Identify biohazard labels
- 1.12 Identify different departments in a typical anesthesia department
- 1.13 Apply ethical standards to the occupational area
- 1.14 Apply legal standards to the occupational area
- 1.15 Demonstrate confidentiality in the occupational area
- 1.16 Demonstrate various public relations and marketing techniques
- 1.17 Identify, define and use terminology specific to the occupation
- 1.18 Demonstrate effective stress management

2. Clerical Skills

- 2.1 Identify checklists used for anesthesia equipment
- 2.2 Assist in compiling re-order sheets to supply anesthesia carts
- 2.3 Demonstrate proper procedures for inventory and drug counts
- 2.4 Utilize computer for compiling data
- 2.5 Maintain a daily log of activities

3. Supply Surgical Suites

- 3.1 Demonstrate removal of used anesthesia equipment from OR suite
- 3.2 Demonstrate safe handling of used anesthesia equipment
- 3.3 Demonstrate return of anesthesia cart to assigned cleaning and restocking area
- 3.4 Demonstrate accurate inventory of used items
- 3.5 Demonstrate completion of charge slips for supplies
- 3.6 Demonstrate cleaning and dusting of equipment in the OR suite
- 3.7 Identify OR equipment and storage location
- 3.8 Demonstrate retrieval of needed OR equipment

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4. Care and Restock Anesthesia Carts

- 4.1 Demonstrate safe handling of cart components
- 4.2 Demonstrate disinfection of cart components
- 4.3 Demonstrate refilling of stock items on cart
- 4.4 Demonstrate maintenance of a running inventory of supplies for OR suites
- 4.5 Demonstrate refilling gas cylinders as needed
- 4.6 Identify emergency shut-off valves for oxygen, nitrous oxide and other gases

5. Demonstrate Placement and Maintenance of Anesthesia Carts

- 5.1 Demonstrate placement of needed anesthesia cart in or near OR suites
- 5.2 Demonstrate placement of anesthesia ancillary equipment in or near OR suites
- 5.3 Demonstrate maintenance of sterility in all required areas
- 5.4 Report contamination of any item or area to supervisor immediately

6. Demonstrate Crash Cart Maintenance

- 6.1 Demonstrate cleaning and dusting of crash cart(s) and components
- 6.2 Demonstrate disinfection of crash cart(s) according to established protocol
- 6.3 Demonstrate charging batteries, checking battery charge levels on defibrillation units according to established protocol
- 6.4 Perform inventory check per cart check list accurately
- 6.5 Replace missing items from cart immediately after notifying supervisor of deficiencies
- 6.6 Demonstrate verification of presence of correct defibrillation pads
- 6.7 Demonstrate verification of adequate supply of code sheets on cart
- 6.8 Identify that cart(s) is in designated storage area
- 6.9 Demonstrate reporting task completion to supervisor